

# Rye Recreation Camp Employment Information Summer 2006

Thank you for your interest in the Rye Recreation Day Camps. Rye Recreation is interested in persons who sincerely enjoy working with children. These positions require hardworking, dynamic individuals who have good leadership skills. Interviews for qualified applicants will begin in March.

- Please complete the attached application and return to Rye Recreation Department, 281 Midland Avenue, Rye, NY 10580 or apply on line at [www.ryeny.gov/recreation.htm](http://www.ryeny.gov/recreation.htm)
- You must **bring** 2 letters of reference to the interview. Letters of references should be from a past employer, teacher/dean or guidance counselor or coach or a letter of good conduct from your local police department. All letters should have a telephone number and address on them for verification. A letter of good conduct can be obtained from your local police department for candidates over the age of 16. There is a fee charged for this reference. Please note that we may check additional references at any point prior to and after an appointment has been made.
- Applicants may be required to be finger printed as a requirement for employment.

## **Camp Dates: Wednesday, July 5 - Friday, August 11**

- Day Camp Orientation: Wednesday, June 14 **AND** Wednesday & Thursday June 28 & 29
- Kiddy Camp Orientation: Wednesday, Thursday, & Friday, June 28 - 30

### **Programs:**

Day Camp:	grades K - 6	half and full day positions
Kiddy Camp:	ages 3 & 4	half day positions
Camp 78:	grades 7 & 8	full day positions

- Staff members **must** be available for the **entire summer** to be considered for a staff position
- ***Attendance at orientation is a requirement for employment***
- Minimum age for paid positions is 16 years and older (as of June 30, 2006)
- One must be entering the 9th grade to be considered for a junior counselor position
- Junior Counselors entering grade 9 and above may receive community service hours. Please note that Junior Counselor positions have a nominal fee associated with them.
- Candidates for Camp 78 staff must have completed their senior year in high school.

For additional information call Sally Rogol at (914) 967-2535 or [srogol@ryeny.gov](mailto:srogol@ryeny.gov) or Matt Nordt, [mnordt@ryeny.gov](mailto:mnordt@ryeny.gov) by e-mail. Thank you for your interest in working for the City of Rye.

Sincerely,

*Sally Rogol*

Sally Rogol  
Assistant Superintendent

*Matthew Nordt*

Matthew Nordt  
Sr. Recreation Leader

## 2006 Summer Employment – Job Descriptions

**Kiddy Camp Positions:** Kiddy Camp is a classroom-based program for children age 3-5. Staff hours are 8:30 - 12:15 p.m. daily.

**Head Counselor:** Staff will lead classroom activities to include but not limited to arts & crafts, songs, organized play, creative movement & outdoor play. Experience required. **Starting Salary:** \$1476 inclusive of staff training.

**Counselor:** Staff will assist Head Counselor in all activities. Minimum age requirement is 16 years old. **Starting Salary:** \$830 inclusive of staff training

**Junior Counselor:** This Staff will assist Head Counselor and Counselor in all activities. To be eligible, Junior Counselors must be entering the 9th grade and available for a minimum of 5-weeks. Staff orientation is a requirement of the job. Junior Counselors are eligible for community service hours. A nominal fee of \$50 is charged.

**Day Camp Positions:** Rye Recreation Day Camp is divided into 2 distinct camps. Lower Camp services those children entering grades K-2; Upper camp services those in Grades 3-6. Staff hours vary between 8:00 - 4:15 p.m. Some positions are slated for 8:00 – 12:45 p.m. as needed for lower camp. Some staff will be assigned to assist with extended day care from 8:00 - 8:30 a.m. and/or 3:30 - 5:30 p.m.

**Head Counselor:** Responsible for the overall operation of an age group. Group may consist of up to 30 children. Responsibilities include overseeing other staff, attendance, lunch orders, special events, assisting with swimming and supervision on out of camp trips. One should have good leadership skills, good communication skills and knowledge of a variety of sports and games. Safety is stressed in all aspects of the camp program. Prior camp experience is helpful. Minimum requirement is a senior in High School. **Starting Salary:** \$1690 inclusive of orientation

**Counselor:** This staff member assists the head counselor in all facets of the job. Candidate must be 16 years old. **Starting Salary:** full day, \$1625 inclusive of orientation; half day, \$1040 inclusive of orientation

**Junior Counselor:** Staff will assist Head Counselor and Counselor in all activities. Junior Counselors may be asked to assist in the office or with specialist as needed. To be eligible, Junior Counselors must be entering the 9th grade. Junior Counselors are eligible for community service hours. A nominal fee of \$150 is charged to cover training, camp trips and swimming.

**Specialty Counselors:** Specialty counselors are needed for Dance, Music, Drama and Swimming. All specialist must be 18 years or older. Swimming instructors & Lifeguards must be at least 17 years old with proper and current certifications. All swimming certifications must be brought to interview to be considered for positions.

**Camp 78 Positions:** Camp 78 is a camp program designed just for those entering grades 7 & 8. Staff hours are 8:30 - 3:15 p.m. daily. This program combines sports, travel and specialty programs such as beautification projects, TV production, CPR and First Aid training and more. Campers & staff may bike from Rye Recreation to local areas as part of this program. **Starting Salary:** \$8 per hour.

*Thank you for your interest in working for the City of Rye.*

# Rye Recreation Application for Camp Employment 2006

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ email address: \_\_\_\_\_

Do you meet the minimum age requirement for a camp counselor – age 16 (as of 6/30/06) ☐ yes ☐ no

Do you meet the minimum requirement for the position of junior counselor (entering 9<sup>th</sup> grade) ☐ yes ☐ no

Position Desired: \* minimum age for paid staff positions is 16 years of age. (H = half day; F = full day)

**Kiddy Camp** (half day positions only)

☐ counselor - head

☐ counselor - assistant

☐ junior counselor \*

☐ specialist \_\_\_\_\_

**Day Camp Grades K-2**

☐ counselor – head H or F

☐ counselor – assistant H or F

☐ junior counselor \* H or F

☐ specialist \_\_\_\_\_

**Day Camp Grades 3-6**

☐ counselor – head

☐ counselor – assistant

☐ specialist \_\_\_\_\_

**CAMP 78**

☐

\* Junior counselors are volunteer positions - candidates must be entering the 9<sup>th</sup> grade

## Education:

	Name of School	Grade completed '06	Dates attended
Middle School			
High School			
College			
Other			

**References: a minimum of two (2) references needs to be listed (family members may NOT be used)**

	Name	Phone
School		
School		
Personal		
Coach or other		
Previous Employer		

**Experience:** people you have worked for either paid or volunteer

Organization	Dates	Employer Name	Phone Number

List Current Certifications: (please attach a copy of your certificate)

☐ Lifesaving - expires: \_\_\_\_\_ ☐ WSI - expires: \_\_\_\_\_

☐ First Aid - expires: \_\_\_\_\_ ☐ other - list: \_\_\_\_\_

☐ CPR - expires: \_\_\_\_\_ course name: \_\_\_\_\_

Issuing agency: ☐ Red Cross ☐ American Heart

Please answer the following questions:

1. Are there any dates that you are not available to work during the camp season? \_\_\_\_\_

2. List any training you have had related to leadership?

a. \_\_\_\_\_ b. \_\_\_\_\_

3. List any previous camp experience:

a. \_\_\_\_\_ b. \_\_\_\_\_

4. List any school activities or positions held in school.

a. \_\_\_\_\_ b. \_\_\_\_\_

5. If you were to become a camp counselor, what activity would you like to run or teach?

a. \_\_\_\_\_ b. \_\_\_\_\_

6. Briefly describe why you would be an asset to the Rye Recreation Day Camp Staff?

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Have you had any past criminal convictions and or current charges against you concerning a crime involving children? [ ] yes [ ] no

I understand that if I have made any statement, which proves to be false, misleading or incorrect, it may result in the rejection of my application or discharge from City service. I also understand at the time of hire, proof of identification and authorization to work will be required in accordance with the Immigration Reform and Control Act.

Applicants' signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian if under 18: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application to:**

Rye Recreation  
281 Midland Avenue  
Rye, NY 10580

**Rye Recreation**  
**APPLICANT REFERENCE FORM**

Applicant's name: \_\_\_\_\_

I have given your name as reference to Rye Recreation. I agree to release you, your firm or corporation from any liability from information you may provide.

Reference's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

This person has applied for a position at the Rye Recreation Department. Because the applicant will be working closely with Children, it is important that we have a clear picture of the applicant's abilities, personality and background. Please circle the number on the scale, which best represents the qualities that you have observed in the applicant. All information given is confidential.

Abilities	Unobserved	Superior	Average			Poor
Responsibility	0	1	2	3	4	5
Self confidence	0	1	2	3	4	5
General appearance	0	1	2	3	4	5
Customer Service	0	1	2	3	4	5
Ability to accept criticism	0	1	2	3	4	5
Maturity	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Leadership ability	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Initiative & follow-up	0	1	2	3	4	5
Honesty & integrity	0	1	2	3	4	5
Cooperation with others	0	1	2	3	4	5

How long have you known the applicant and in what relationship?

\_\_\_\_\_

Would you like this person to be your child's counselor? Why or why not?

\_\_\_\_\_

Other comments: Strengths or weaknesses?

\_\_\_\_\_

Please return to:  
Rye Recreation Department  
281 Midland Avenue  
Rye, NY, 10580  
Attn: Camp Employment